

# ENGINEERING INSPECTOR

Department: Varies  
Classification: Competitive  
Specification Number: 4850  
Approved: 1/3/23  
Revised: 10/2/23 by JG

## MINIMUM QUALIFICATIONS

### *OPEN COMPETITIVE*

Either:

- a) Graduation from a standard senior high school and four (4) years of experience where the primary function of the position was in highway construction or engineering which involved highways; or
- b) Graduation from a standard senior high school and completion of two (2) years of college or a trade school course in civil engineering and/or construction technology and two (2) years of experience as stated in (a).

## NECESSARY SPECIAL REQUIREMENT:

Possession of a New York State Driver's license at time of appointment which must be maintained throughout the time in this title.

## DISTINGUISHING FEATURES OF THE CLASS

Under the direct supervision of a Senior Engineering Inspector and the general supervision of the Chief Engineering Inspector, an individual in this position inspects the Town road system to ensure all authorized construction work on or within a town right of way is performed in accordance with sound engineering practices and meets specifications. The incumbent also makes independent technical decisions with regard to inspections on a variety of public works jobs to ensure compliance with legal regulations and specifications. Inspects town roads, investigates complaints and recommends maintenance to ensure safe traveling conditions. Supervision may be exercised over road maintenance crews. Does related work as required.

## TYPICAL WORK ACTIVITIES

Inspects construction work performed as a result of road opening permits, building applications or on a right-of-way along Town roads to ensure adherence to project specifications, construction standards and permit requirements;

Reviews permit applications and recommends changes, additions and conditions necessary for approval;

Reviews drawings and specifications for permits and interprets same to contractors, road maintenance crews, municipal officials, utilities, etc., to ensure that work performed meets standards;

Inspects the Town road system to determine maintenance needs, recommends priorities, and provides data for inclusion in the annual road maintenance budget;

Maintains records of road permits and building applications and approves satisfactory completion of projects.

Maintains records of work in progress;

Investigates complaints regarding conditions on town roads and makes recommendations for appropriate action, including immediate repair;

May assists in planning, directing, and organizing the work activities of crews engaged in road maintenance;

May perform other activities as required.

## KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS

Good knowledge of materials and methods associated with road construction work; knowledge of state laws governing such construction and installation; ability to tactfully direct the activities of contractors into conformance with Town practices and requirements; ability to make sketches and simple engineering computations; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; physical condition commensurate with the demands of the position.